

**DOI AGENCY VENDOR PAYMENT DIRECTION**  
**Northern Rockies Coordinating Group**  
**Incident Business Committee**



Vendor Package Review Checklist (found on the NRCG Business Committee website in the Toolbox): <https://gacc.nifc.gov/nrcc/nrcg/committees/business/toolbox/toolbox.htm>.

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**DEPARTMENT OF INTERIOR AGENCY VENDOR PAYMENT PROCESSES:**

The most important thing to remember for ANY DOI-agency- jurisdiction fire is:

**DO NOT SEND VENDOR PAYMENT PACKAGES TO USFS-ALBUQUERQUE SERVICE CENTER**

*(With the obvious exception of national contracts)*

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**Bureau of Indian Affairs (BIA)**  
**Incident Business / Vendor Payments**

**Vendor payments for the BIA follow standard review procedures outlined in the IIBMH.**

The IMT should receive instruction on processing all vendor payment packages for an incident with BIA or tribal jurisdiction from an agency administrator or business contact. Follow those instructions for review and delivery of the packages and for the Administrative Office for Payment in e-ISuite.

The BIA host unit business contact will notify the IMT if an NPS RAP Team has been ordered for vendor payments. If so, follow the direction under the NPS section of this document.

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## **National Park Service (NPS) Incident Business / Vendor Payments**

**Vendor payments for the NPS follow standard review procedures outlined in the IIBMH.**

Vendor packages may be returned to the **host park fire office**, or they may be submitted directly to a payment team. An Incident Management Team and/or Buying Team should have a Fire Business contact at the park who will receive the vendor packages or provide instructions for payment processing.

Please submit packages every two weeks for long-duration events, or immediately upon demob of the resource. If possible, request that the NPS Fire Business contact review the packages prior to the vendor's demob date so that issues can be addressed while the vendor is still on site. For demobed resources, please do not hold onto packages in the ICP until the event is over – submit continuously and timely.

A NPS RAP Team (Review, Audit, Process) can be requested through the Resource Ordering System. They may come to the park or may work remotely, and begin the process of making payments immediately.

**RAP Teams will need the following items in their payment packages:**

1. Original Emergency Equipment Use Invoice, signed and dated, including additions/deductions page if applicable. Original or faxed vendor signature is acceptable. Original government signature is required.
2. Original receipts for any items to be reimbursed to vendor
3. Copy of vendor's agreement (EERA, I-BPA, LUA, etc.) pages showing signatures rates and all vendor information (company name or DBA, Duns #, address, etc.).
4. Any vendor or EQTR spreadsheets used to help calculate or track resources.
5. General Message form, or any other documentation of issues, as needed.
6. Claims forms, documentation or information, as applicable.

The simplified packages can be scanned and emailed, followed by original hard-copy document mail, or faxed then followed by original hard-copy document mail. The IMT will be given the email address to use. RAP teams will provide a single person's email for the event and a physical mailing address for the hard copies.

**For e-ISuite set up of "Administrative Office for Payment" use this address (regardless of which agency originated the agreement):**

NATIONAL PARK SERVICE  
ACCOUNTING OPERATIONS CENTER  
PO BOX 100000  
13461 SUNRISE VALLEY DRIVE  
HERNDON, VA 20171

**Do not send packages for payment directly to NPS-AOC from the Incident Command Post. Route the packages through the identified NPS Fire Business contact.**



## **US Fish and Wildlife Service (FWS) Incident Business / Vendor Payments**

**Vendor payments for the USFWS follow standard review procedures outlined in the IIBMH.**

All vendor payment packages for an incident with USFWS jurisdiction should be returned to the individual refuge from the IMT / ICP. Financial transactions for the USFWS are handled by the individual stations rather than a central payment office. (This may change in 2012).

**For e-ISuite set up of "Administrative Office for Payment" use the host refuge address (regardless of which agency originated the agreement).**

The FWS host refuge business contact will notify the IMT if an NPS RAP Team has been ordered for vendor payments. If so, follow the direction under the NPS section of this document.

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## Bureau of Land Management (BLM) Incident Business / Vendor Payments

### **Vendor payments for the BLM follow standard review procedures outlined in the IIBMH.**

All vendor packages shall be submitted to the **host unit office**. The Incident Management Team and/or Buying Team should have a Fire Business contact at the Field/District/Zone Office who will receive the vendor packages or provide instructions for payment processing.

Please submit packages every two weeks for long-duration events, or immediately upon demob of the resource. For demobed resources, please do not hold onto packages in the ICP until the event is over – submit continuously and timely.

For e-ISuite set up of “Administrative Office for Payment” use the address of the host Field Office or District Office (as directed upon in-brief). Do not use the National Operations Center (NOC) address listed in e-ISuite.

**Do not send packages for payment directly to NOC from the Incident Command Post.  
Route the packages through the identified BLM Fire Business contact.**

### **The vendor payment packages must include the following (in the original equipment envelope):**

- Original invoice (OF-286) signed and dated by a vendor representative (original or fax signature) and also signed and dated by an incident finance representative (original signature only).
- Fire cost coding (full BLM cost accounting string), agreement number, and incident order number included on the invoice. (*Do not use other agency coding, such as Forest Service p-codes and overrides.*)
- Original shift tickets (OF-297, pink copy) associated with the invoice taped to 8.5 x 11” paper.
- Copy of the agreement (i-BPA, EERA, LUA or other contract), with a federally assigned agreement number and warranted federal contracting official signature (information on the agreement must match information on the invoice and shift tickets).
- Fuel and oil issue documentation (OF-304 or record of issues), when applicable.
- Copies of work orders/repair orders, commissary issues, findings and determinations for claims; and any other documents supporting additions or deductions to payments when applicable.
- If changes are made to calculated e-ISuite line amounts, include a calculator tape or spreadsheet to verify totals.
- Copy of the Resource Order.

**Further instructions:**

- Do not use whiteout. Cross out errors and initial all corrections.
- Make a copy of the entire payment package (including the equipment envelop) for the final finance package.
- The date/time of hire and release must match the first and last shift tickets unless additional documentation explaining the difference is attached.
- Do not allow a vendor to backdate their signature. Invoice statements are subject to the Prompt Pay Act, whereby interest accrues 30 days after the vendor signature.
- For agreements written for incidents that are later complexed, include supporting documentation (example: FireCode printouts).
- For amendments to the original submitted invoice identify that this is a supplemental invoice.

BLM policy requires that each State Office designates in writing appropriate individuals to complete the final review of the vendor packages. The final reviewer must sign and date every invoice (in addition to including their printed name and contact information) prior to submitting the packages to the National Operations Center. Payment packages submitted to the NOC without being reviewed and signed by designated personnel will be rejected.

The BLM host unit Fire Business contact will notify the IMT if an NPS RAP Team has been ordered for vendor payments. If so, follow the direction under the NPS section of this document.



**For DOI Agencies when using a NPS RAP  
Team for Vendor Payment,  
Include the following in a Vendor Payment Package  
Emergency Equipment Use Envelope:**

- Original Emergency Equipment Use Invoice signed and dated
  - Original Emergency Equipment Use Shift Tickets, signed and dated
  - Original receipts for any items to be reimbursed to vendor
  - Original Fuel/Oil Issue tickets, if applicable
  - Copy of Resource Order
  - Copy of vendor's agreement (EERA, I-BPA, Solicitation, etc.) showing all contact information and rates applicable to the equipment on the incident.
  - Original Vehicle/Heavy Equipment Inspection Checklist for pre-use
  - General Message form, or any other documentation of issues or explanations, as needed
  - Claims forms, documentation or information, as applicable.
  - Emergency Incident Time Report, with Crew Time Reports – if applicable.
    - *(If the equipment operator was hired as an AD, OF-288 gets returned to the hiring agency. Be sure to let the Fire Business contact know that an OF-288 is in the package).*
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